

Power of Attorney Registration Checklist

Checklist for property owners and agents · Ref: AGIS/CK/006 · Rev. 2026 · Federal Capital Territory Administration

INDIVIDUAL ALLOTTEE

- i. Application to register Power of Attorney duly signed by the Donor to the Director, Department of Land Administration
- ii. Presentation of the Original Title document for sighting
- iii. Bill and evidence (receipts) of payment of:
 - a. Statutory Right of Occupancy (R. of O.) fees.
 - b. Evidence of ground rent payment.
- iv. Original and counterpart copy (s) of the executed documents.
- v. Valid means of identification of both the Donor and Donee (e.g. coloured copy of International passport / National Driver's license/ National ID card of the authorized signatories).
- vi. Utility bills (FCT Water Board & AEPB)

LIMITED LIABILITY COMPANY

- i. Application to register Power of Attorney written on the Company letterhead and duly signed by two (2) Directors of the Company, indicating Directors' Nationalities, addressed to the Director, Department of Land Administration, FCTA;
- ii. Board resolution to the above effect (from both parties).
- iii. Certificate of Incorporation from the CAC.
- iv. Recent Certified True Copy of form CAC 7 (6 months current to the day of application).
- vii. Presentation of the Original Title document for sighting
- viii. Bill and evidence (receipts) of payment of:
 - a. Statutory Right of Occupancy (R. of O.) fees.
 - b. Evidence of ground rent payment.
- ix. Original and counterpart copy (s) of the executed documents.
- x. Valid means of identification of both the Donor and Donee (e.g. coloured copy of International passport / National Driver's license/ National ID card of the authorized signatories).
- xi. Utility bills (FCT Water Board & AEPB)
- v. Copy of valid means of identification of both the Donor and Donee (e.g. coloured copy of an International passport /National Driver's license/ National ID card of the authorized signatories).
- vi. Power of Attorney must be executed by two (2) Directors of the company with the Company seal.

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Mode of payment (E-Payment, Payable through Remita into AGIS Revenue Account),

Power of Attorney, Processing Fee:

- a. N102, 000.00 (Both individual and Commercial)
- b. N2, 000.00 (For extra copy)

NOTE:

- Payment should be made only after approval by the Management.
- The requirements above are not absolute, and further documentation or clarification may be required from applicants when deemed necessary